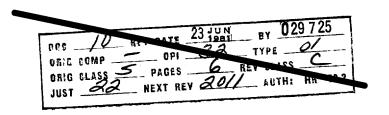
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CAREER SERVICE COMMITTEE 6TH MEETING



CONFIDENTIAL

7 Hovember 1951

MINUTES OF 6th CAREER SERVICE COMMITTEE MEETING

5 November 1951 - h:00 P.M.

Present: F. Trubee Davison - AD/Personnel, Chairman Matthew Haird - Director of Training 9a - DAD/050

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1. The minutes of the 5th meeting were approved as distributed.

Executive Secretary

- 2. The Executive Secretary reviewed the activities of the Working Groups:
 - a. Working Group on SELECTION CRITERIA, Capt. C/TR, chairman. This group has met twice but not since the summary report was made to the Committee on 30 October.

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b. Working Group on TRAINEES, Mr. CO, chairman. This group has met twice but not since the summary report was made to the Committee on 30 October.

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- e. Working Group on ROTATION, Mr. 2000. OSO, chairman. This group has met three times. At its last meeting on 2 Hovember, the Working Group adopted the following agenda:
 - Proposed definition of Rotation (see paragraph 6 below for action taken by Career Service Committee)
 - 2. Review of all references furnished the Working Group by the Committee in order to dispose of as many questioned or questionable matters as possible.
 - 3. Discussion of the objectives of Rotation.

The working Group proposed to view the Air Force Personnel Development Program presentation (see paragraph 7 below for action taken by Career Service Committee)

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- 4. Working Group on EMPLOYEE RATING, Nr. 1000 ORR, chairman. This group has met three times. At its last meeting on 1 Movember, the group reexamined the tentative decisions that it had nede and snong other matters, it reached aspectant on the two fellowing points:
 - 1. A primary requirement for success of performance rating lies in proper training of the supervisor making such rating.
 - 2. There must be free discussion between the employee and the supervisor on all alsoemts on which a performance rating is based.
- 25X1A9a e. Working Group on EXTENSION TRAINING, Mr. chairmen. This group held its first meeting on I Movember and exitionly examined its directive and references. It identified a major problem which might be a source of confusion, the fact that most, if not all, duty assignments earry an evertone of on-the-job training. In this sense, this Working Group will attempt to limit its consideration of Artenaion Training so that there is no everlap or jurisdictional duplication with the Rotation Working Oroup. cenecially with respect to overcoss assignments. This some will first examine the requirements of each office represented in the Working Group for Extension Training.
- f. Working Group on CARE & BENEFITS, Mr. Counsel, obelirmen. This group has held three meetings. As its last meeting on 1 Hovember, the group toutatively agreed that the military rate for pay for extra-hasardone duty should be adopted by CIA, but that it would be nessessary to revise the standards and acaditions under which this rate of pay would be applicable by reason of the unusual and non-orthodox activities in which CIA personnel at times engage. However, tantative decision was reached that both rate and standard of the military service should apply to hasardous duty when executed under training conditions. The group decided to invite Col. to make a presentation at its meet meeting regarding the special and urgent requirements for a solution of the hazardens duty pay problem under training conditions.
- 3. He action was taken on the proposed Statement of Personnel Policy.
- he As recommended by the Actation Working Group it was agreed that the Executive Secretary would prepare and circulate to all members of all Working Groups a bi-weekly Report of Progress, in order that each Working Group could be kept up rised of the sotivities and recommendations of the other Torking Groups.

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- 5. After brief discussion it was agreed that the analysis of reasons for persons separating from the Agency, which was being prepared in the Office of Personnel, would be available for study by the Committee.
- 6. The Committee considered the proposed definition of Rotation embasited by the Rotation Werking Croup, amended it, and adopted the following definition, and referred it to the Working Groups for comment;

"Retation - the systematic designation and redesignation of an individual to various kinds of non-training duty, on-the-job training, CIA training and extension training for the purpose of improving his capacity to serve the Agency".

In view of the above definition of Rotation, the proposed definition of Training was not approved.

- 7. The Committee approved the proposal of the Rotation Working Group that it should view a presentation of the Air Force Personnel Development Program. It requested that this Working Group recommend whether it would be appropriate to invite the Air Force to present its program in one of the CIA presentation rooms to a larger audience.
- O. Regarding the representation of the several offices on Morking Groups, it was agreed to request 050 to nominate Mr. (In the Englishee Rating Working Group. General Davison proposed to talk with the Assistant Director of Policy Coordination regarding the representation from that office on the several Working Groups.
- 9. It was agreed that the next meeting would be held on Tuesday, 13 Newscher at 4:00 P.W. in Room 115 Worth Building.
 - 10. The meeting adjourned at 5:15 P.M.

Smeative Secretary

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